

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **ADMINISTRATIVE APPEALS SPECIALIST**

Role Title: Hearing and Legal Services Officer I

Position # 00878

Pay Band 4, Level I - Hiring Range: \$31,979 - \$50,000

**Closing Date: November 10, 2014**

Unique opportunity work with Appeals Division to process requests for appeals for both the provider and client units. This position will also write and issue administrative decisions within statutory, regulatory and Department timeframes, as well as other documentation received by the Division that is determined not to be a request for an appeal. Interested applicants must have comprehensive knowledge of the law and legal system, preferably administrative law and appeals procedures. Requires comprehensive knowledge of legal research methodologies, including computerized legal research. Must have proven ability to interpret, apply, and analyze complex laws, regulations, policies, or case law. Requires demonstrated ability to prioritize work, work independently, and meet strict time frames. Must be able to work effectively as part of a team. Requires proficiency with word processing software as well as demonstrated ability to be an effective communicator both orally and in writing. Prefer professional experience in health care appeal processes involving issues of compliance or finance or related experience. Degree from accredited college or university and law degree preferred.

#### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

#### **Web Sites for Vacancy Listings**

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**